

Herbst Academic Center Staff

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Katie Bason	Director of Football Academics <i>Coordinator for Football</i>	katie.bason	492-5407
Michele Brannigan	Senior Learning Specialist / Director of PASS Program	michele.brannigan	735-6152
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Dave Callan	Director of Student-Athlete Leadership	david.callan	735-2518
Corey Edwards	Academic Coordinator/Tutoring Director <i>Coordinator for Cross Country and Track & Field</i>	corey.edwards	735-5614
Katharine Lindauer	Tutor Coordinator	katharine.lindauer	492-6591
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Chris Howlett	Academic Coordinator <i>Coordinator for Women's Basketball, Skiing, and Volleyball</i>	chris.howlett	492-1599
Ryan Kataoka	Associate Director for Academics <i>Coordinator for Football, Men's Golf, and Soccer</i>	ryan.kataoka	492-1068
Robin Maras	Academic Mentor	robin.maras	492-6591
Medford Moorer	Assistant Director for Academics <i>Coordinator for Football and Tennis</i>	medford.moorer	492-5244
Mindy Sclaro	Associate Director for Academics <i>Coordinator for Men's Basketball, Women's Golf, and Lacrosse</i>	mindy.sclaro	735-2491

Student-Athlete Support Services

At the Herbst Academic Center, our task is to facilitate the academic and personal excellence of CU's diverse group of student-athletes. The following pages provide a description of our student-athlete support services.

Academic Coordinating

All student-athletes have a designated Academic Coordinator in the Herbst Academic Center. This individual will work with you from the New Student Welcome through graduation to assist you with the following:

- Discuss academic interests and help coordinate academic advising with your college advisor.
- Monitor athletic eligibility in accordance with University, Pac-12 Conference, and NCAA rules and regulations.
- Recommend tutoring and participation in academic assistance programs.
- Assist you in your communication with professors about missed class due to competitions.
- Provide personal support and refer you to counseling and personal assistance resources if necessary.

Missed Classes and Exams

It is your responsibility to discuss any missed class time and missed assignments due to team travel or competition with your course instructors well in advance. You will be provided with a letter from your Academic Coordinator at the beginning of each semester which outlines the dates you may be absent due to team travel and competition. These dates must be discussed with each of your instructors during the first week of each semester so that accommodations can be made for any missed work. You are responsible for completing assignments missed due to team travel.

Accommodations for travel are entirely at the discretion of the instructor who has the right to refuse making accommodations. Create a communicative relationship with your instructor early in the semester and remind him or her of your missed class dates a week or two prior to the date. Your Herbst Academic Coordinator may be able to assist your instructor with accommodations if appropriate.

Athletic Eligibility Monitoring

Your Academic Coordinator in the Herbst Academic Center monitors your athletic eligibility status in cooperation with the Director of Eligibility in the Registrar's Office and in accordance with University, Pac-12 Conference, and NCAA requirements. This includes, but is not limited to, ensuring that you are enrolled in the proper number of credit hours each semester, that you are achieving grades that allow you to be eligible to compete, and that you are progressing toward your degree in the prescribed increments. Therefore, it is imperative that you discuss any changes in your major, class swaps, and any academic performance concerns you have with your Academic Coordinator.

Tutoring

The Herbst Academic Center provides tutoring for all student-athletes at no cost. Tutors are available for most core subject areas. The Herbst Academic Center uses GradesFirst, a web-based system, to manage and fulfill tutor requests. Students are instructed to make tutor requests in the GradesFirst system, then most appointments will be scheduled within 48 hours of the request. Students are notified via email of the scheduled appointment, and the appointment appears on the student's GradesFirst profile. Students are encouraged to check their GradesFirst profile daily after submitting a request to ensure they do not miss an appointment. Once an appointment is scheduled, it is the student's responsibility to attend the appointment or cancel within a reasonable amount of time. Below are 5 guidelines to assist students with managing their tutoring appointments:

- A student must give at least 24 hours notice when canceling an appointment. All cancellations should be sent via email to canceltutor@colorado.edu and your Herbst Academic Coordinator should be copied on the email.
- Sunday and Monday tutoring appointments cannot be canceled over the weekend. All cancellation notices for appointments on these days must be received by 4:00 PM on Friday.
- No same-day tutor requests will be honored. Student must provide at least 48 hour notice to request a tutor.
- Once a student submits a tutor request, it is the responsibility of the student to check GradesFirst regularly and monitor their email frequently for notification of a scheduled appointment. If the need for a tutor changes, students should notify their Academic Coordinator so the request can be amended or deleted.
- Students should notify the Tutoring staff if a tutor does not show up or is late to a scheduled meeting.

Tutoring Director Contact Information:

Corey Edwards or Katharine Lindauer

tutoring@colorado.edu

Dal Ward Athletics Center, Tutoring Center – 2nd Floor

Phone: 303-941-6126

PASS Program

The mission of the PASS Program is to provide academic support to student-athletes who have a learning disability, ADHD, academic deficiencies or other educational impacting conditions. Collaboration with campus and educational evaluators/professionals creates an enriched and specialized learning environment for students. The PASS Program provides an individualized support system to meet each individual student's unique learning needs as they progress toward graduation. The PASS Program helps to develop autonomy, increased confidence and learning strategies within student-athletes.

Dal Ward Computer Lab/Study Hall Policies

To ensure that all student-athletes have a safe and comfortable place in which to work, the following policies are enforced. Violation of these policies will result in the temporary or permanent loss of lab privileges.

- All students must swipe in and out of the Computer Lab/Study Hall with your Buff OneCard.
- Computer Lab/Study Hall is reserved for CU student-athletes only.
- Computer Lab/Study Hall use is for academic work only.
- Social networking and personal e-mail is not allowed.
- No cell phone usage in this area. Take calls out in the hall.
- No food or tobacco allowed at any time.
- Drinks must have a lid and kept on the floor while in the Computer Lab.
- Work saved in the Computer Lab may be erased at any time. Thus, it is essential to save documents to a memory stick or Google Drive.

Textbook Policy

The rental textbook program is administered through the Herbst Academic Center. Each student-athlete who receives books as part of his/her scholarship must pick up textbooks at the start of each semester at the University of Colorado Bookstore in the UMC. Students will receive an email letting them know when books are ready to be picked up.

Student-Athletes receive only one copy of each book; replacement of books that are lost or stolen cannot be funded as part of your scholarship. You are responsible for returning any books for courses you drop to your Academic Coordinator. At the end of each term during Finals Week, all books must be returned to the Herbst Academic Center. To receive books for a course that you add, see your Academic Coordinator.

Student-athletes wishing to keep a textbook upon completion of the class need to bring the book(s) to the Herbst Academic Center during Finals Week and request to purchase the book. Student-athletes will be charged the fair market value price for the textbook.

Course Supplies Policy

Due to the NCAA Cost of Attendance rule, you must purchase all of your course supplies, such as but not limited to, Blue Books (used for exams), notecards, paper, pens, pencils, notebooks, etc. It is an NCAA violation for course supplies to be provided to you.